

BUDGET AND FINANCE MANAGER

GRADE: 27

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Budget and Finance Manager performs complex professional and difficult administrative work handling a variety of assignments and problems independently relative to the preparation, monitoring and management of the City of Rockville's Operating Budget and Capital Improvements Program and other financial analysis as required. Sufficient knowledge of the work is required to deal with and resolve a variety of unusual and difficult problems. The work requires contacts involving difficult negotiations and a well-developed sense of timing and strategy including detailed explanations and interpretations of policies, rules and regulations. The physical work is limited in nature, mostly in an office setting with serious mental stress and effort handling a variety of difficult assignments concurrently. The work is subject to functional policies and goals under general managerial direction. The work has major individual impact on and accountability for end results affecting both the Department and the City.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Prepares and manages the City's proposed annual Operating Budget and Capital Improvements Program including all phases of budget submission, review,

various media document production and presentation to the Mayor and Council and the public.

- Prepares and manages various financial and analytical models, which provide data on the impact of growth and expenditures, etc.
- Manages the City's investments to obtain maximum earnings.
- Works with department directors to solve fiscal and general internal financial management problems.
- Addresses problems and questions raised by external authorities, or departments.
- Coordinates the City's performance measurement system.
- Defines, justifies, and documents requests for funding, forecasts short and long term issues and analyzes annual revenues and expenses.
- Coordinates the preparation and monitoring of the Capital Improvements Program, ensuring that the linkages between the operating and capital budgets are accurate and that the capital program is in conformance with the City's fiscal policies.
- Develops or reviews the calculations for setting fees for the City's utility funds.
- Prepares a variety of special reports as may be required.
- Evaluates proposed program changes and enhancements with respect to short and long-term costs and the effect on service to residents.
- Updates and monitors automated budget process.
- Monitors revenue and expenditure patterns.
- Assists departments in reconciling budget and/or financial difficulties that arise over the course of the year.
- Assists in the preparation of budgets for departments undergoing staffing changes to ensure that the affected programs can be performed in an efficient and effective manner.
- Key support for the City Manager and Mayor and Council on budget, financial and program questions that arise during the Mayor and Council review process.
- Manages and trains the Budget Management Analyst(s) in the application of proper budget and finance procedures.
- Evaluates and analyzes fiscal impact of staff reports and recommendations.
- Estimates costs, prepares rate tables, and evaluates proposed benefits and policy changes to identify unforeseen costs or operational impacts.
- Stays abreast of current generally accepted budgeting and accounting principles as they relate to the City and works with staff to ensure adherence to changes.
- Formulates budget and financial policies under which other City departments operate.
- Provides technical assistance to community groups that have received funding from the City.
- Acts as the Director of Finance in the Director's absence as required.
- Performs other duties as may be required.

QUALIFICATIONS:

Required Training and Experience:

Master's Degree from an accredited college or university in Public or Business Administration or related field and at least four years of progressively responsible governmental budgeting, finance or related experience. Some supervisory experience is preferred.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of public finance, the budget process and accounting procedures.
- Considerable knowledge of office procedures, practices, systems and equipment as applied to complex municipal budgeting systems.
- Considerable knowledge of the principles and practices of municipal financial administration with particular reference to accounting, payroll and budgeting systems.
- Considerable knowledge of the principles of public administration and supervision.
- Ability to analyze and evaluate municipal budgeting problems, to develop pertinent financial data and systems evaluations, and to revise systems accordingly.
- Ability to plan, organize, and supervise the work of subordinates in a manner conducive to full performance.
- Ability to prepare and deliver clear, concise, accurate and timely budget presentations
- Ability to produce various documents, reports, graphs, charts etc. in a variety of media.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and other City officials, and the general public.